



University of Colorado
Colorado Springs

Parking & Transportation Department

Layoff Plan 5/26/2020

The purpose of this Layoff Plan is to inform the Parking & Transportation staff of a layoff because of the effects of the COVID-19 pandemic on Parking & Transportation business operations and financial viability. In accordance with the provisions of the Layoff Principles section within the State Personnel Board Rules and Personnel Director's Administrative Procedures, the Parking & Transportation department is providing the following written plan for a proposed layoff of classified staff.

Per State Personnel Board Rules and Director's Administrative Procedures, for any and all layoffs, after making its business decisions and ten days prior to issuing the first layoff notice, the department shall post a Layoff Plan, signed by the designated appointing authority of the department, in a conspicuous place where all potentially impacted employees will have access to the Layoff Plan, via an email to all potentially impacted employees of the Parking and Transportation Department, and on the University of Colorado Colorado Springs Human Resources website <https://www.uccs.edu/hr/furlough-and-layoff-resources>. The purpose of the Layoff Plan is to facilitate strategic planning prior to the abolishment of any position, and to provide an open and transparent explanation for the elimination of positions and/or services.

Reason for the change:

Parking & Transportation Services (PTS) provides safe and reliable parking and transit services for all students, faculty, staff, and visitors. The PTS budget is completely funded by auxiliary funds, which are provided by student fees and employee parking passes. Due in part to the COVID-19 pandemic, PTS projects a substantial loss of auxiliary revenue, and PTS has determined that some positions will be abolished, and some positions will remain. Those positions remaining are core to maintain the basic needs of the department.

Description of the planned changes in the fundamental structure, positions, or functions:

Parking and Transportation Services has temporarily suspended numerous services that are no longer needed with reduced numbers of students, faculty and staff on campus. Parking and Transportation Services isn't requiring a permit to park on campus and is not providing enforcement, busses and shuttles are no longer operating on campus, and both motor pool and summer charters have been temporarily suspended. These reductions in services, and the corresponding reductions in revenue, have required a fundamental change to the structure of the department. As part of this fundamental change, several classified positions will need to be laid off.

Anticipated benefits and results, including any cost savings:

Parking and Transportation Services estimates a \$325,313 shortfall in revenue and budget allocations. The classified positions listed below will provide salary savings of \$121,456. As stated above this is an auxiliary unit that relies on external funds that are no longer available.

General description of the expected changes and their effects on employees:

The employees absorbing these changes within the department will feel the pressure of maintaining historical standards and expectations even though the types of services provided will be significantly reduced. For Parking Services, the services no longer being performed or that will be significantly reduced are: transferring unpaid parking citations to a private collections firm; hiring/terminating departmental student employees; completion of daily financial accounting and reconciliation of parking permits and citations due to a reduced number of persons buying permits or getting citations; the amount of financial transactions as a whole; and the frequency of collection of monies from campus parking pay stations and meters. These are the duties performed by the Accounting Technician II listed below. For Transportation Services, the services no longer being performed or that will be significantly reduced are: transporting passengers on campus shuttles from one end of campus to the other must be reduced to only a partial route; the number of shuttles offered throughout the day will be reduced; motor pool services will be terminated; charter services will be terminated; the amount of data entry for university vehicle fuel and maintenance will be reduced; and the amount of accounts payable/accounts receivable transactions will be reduced due to reduced budget and use of university vehicles. This includes the Equipment Operator II's listed below.

Description of how the work performed by the eliminated position(s) will be absorbed by the department:

Because the tasks associated with these shuttle driver positions will be suspended until further notice, the work performed by the eliminated shuttle driver positions will not need to be absorbed by those employees who remain. For the tasks associated with the parking position, the remaining two staff members in Parking Services must absorb sending citations to collections, working with student employment to hire and terminate student employees, completing all financial daily reconciliation, completely Journal Entries for charging other departments for vehicle fuel and maintenance, and periodically emptying monies from campus pay stations and meters.

A listing of the classes in which positions will be abolished as contemplated in the Layoff Plan:

Classified Title: Equipment Operator II (Bus Driver)

Classified Title: Accounting Technician II (for both Parking & Transportation)



Any modification to the special qualifications for positions affected by the layoff plan within sixty days or less prior to publication of the layoff plan:

No minimum qualification modifications were made to any positions within PTS during the sixty days prior to the publishing of this plan.

Layoff plan ranking factors and relative weights:

1. Performance – An average of the last three annual evaluation ratings is used exclusively (100%) to rank employees in positions with the same job code.
2. Longevity – Those with identical average performance ratings, their total length of state service will be used to break the tie.

See new organizational chart.

Approved:

Jim Spice

Jim Spice (May 26, 2020 14:17 MDT)

James Spice
Executive Director, Parking & Transportation

May 26, 2020

Date

Carlos Garcia

Carlos Garcia (May 26, 2020 14:49 MDT)

Carlos Garcia
Interim Vice Chancellor for Student Success

May 26, 2020

Date

Venkat Reddy

Venkat Reddy
Chancellor

May 26, 2020

Date











Revised - Classified Staff Layoff Plan - Parking & Transportation

Final Audit Report

2020-05-26

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